

## COMMISSIONERS APPROVAL

GRANDSTAFF *CG*

ROKOSCH *JER*

THOMPSON *AT*

CHILCOTT

DRISCOLL

PLETTENBERG (Clerk & Recorder)

Members Present..... Commissioner Carlotta Grandstaff,  
Commissioner Jim Rokosch, Commissioner Alan Thompson, and Commissioner Greg  
Chilcott

Date.....April 1, 2008

Minutes: Beth Perkins

► Commissioner Driscoll attended the LTAP/Road Supervisors Training in Helena.

► The Board met for a discussion of Consultant Contact with Environmental Health.  
Present were Environmental Health Director Lea Jordan and Sanitarian Dan Hooten.

Commissioner Grandstaff called the meeting to order and requested an update from Lea.

Lea stated Jake Kammerer had requested to be allowed contact with the Environmental Health Department. Commissioner Grandstaff asked how Jake has contact now. Lea replied they do business through his wife Jean. Dan gave a brief recap of the past history with Jake and the letter issued from the Commissioners to Jake to refrain from contact.

Dan stated Jake is doing a lot of work and the contact can resume but with guidelines.

Lea presented a draft letter to the Board for review. Commissioner Chilcott stated he understands Dan's desire to resume business with Jake however, he is concerned with the possible disruption of daily office operations and whom Jake would have contact with in the office. He discussed the option to withhold all contacts and communication with Jake should he violate the terms of direct contact. Commissioner Chilcott expressed his concerns with possible intimidation of county employees and suggested a warning with terms such as possible criminal charges should such action happen. Commissioner Rokosch suggested including a copy of the past letter with the draft letter to Jake.

Commissioner Rokosch asked if there was any merit having Jake attend a meeting with the Board. Lea replied it would be up to the Board. Commissioner Grandstaff stated she has seen the draft letter. She suggested leaving it up to Jake to act in a professional manner or all contact will cease. Commissioner Chilcott modified the draft letter to include professional mannerism.

**Commissioner Rokosch made a motion to send a letter allowing Jake Kammerer contact with Environmental Health as long as he acts in a professional manner. Commissioner Chilcott seconded the motion but with discussion.** He questioned whether to limit contact to certain office employees and draw the boundaries pretty clear. Lea stated Jake does interact with employees in the field and expressed her concerns to the Board. Commissioner Chilcott stated Environmental Health needs to spell out the details, any restrictions and boundaries. **All voted 'aye'.**

► Commissioner Chilcott discussed the Commissioners attending conferences and the available budget to do so. Commissioner Grandstaff asked about the budgetary line items used to attend these conferences. Commissioner Chilcott replied there are three different line items used. He stated Commissioner Thompson is reimbursed for attending NACo conferences.

Commissioner Chilcott discussed the daily mileage being included with the allowable mileage. His concern is going over budget for the year. Commissioner Grandstaff suggested having Board approval on all conferences and seminars attended as well as having the individual Commissioner give a report to the Board of what was learned. The Board concurred on both matters.

► The Board met to decide on utilization of a Nurse to give medications in Juvenile Detention. Present were Cal Robinson and Lori Roderick.

Commissioner Grandstaff called the meeting to order and requested an overview.

Cal stated they are in violation of the law by not having a Registered Nurse administer medication in Juvenile Detention. He stated when they had talked to Spectra they would not let the Nurse for Adult Detention provide service to Juvenile Detention. He explained it was a liability issue.

Commissioner Grandstaff asked if the Public Health Nurse was contacted. Cal replied yes she was and she declined. Commissioner Chilcott reviewed the law regarding administering medication. Lori replied the law is for adults who can administer their own medication not youths. Commissioner Chilcott suggested contacting the Public Health Nurse again. Commissioner Grandstaff stated a person is needed by August 25th. Commissioner Rokosch reviewed the requirements stating the nurse needs to be licensed. Lori stated when they have a long term youth; the only option is to send them to Missoula for the medication. She stated no matter what they do it is going to cost money. Board discussion followed regarding some options with the Public Health Office. **It was the**

**Board's consensus to have Commissioner Grandstaff contact Judy Griffin for her thoughts and possible direction.**

Minutes: Glenda Wiles

► The Board met with Internal Auditor Klarryse Murphy for discussion of Employee Action Forms for the Sheriff's Office. Present were Sheriff Chris Hoffman and Administrative Assistant Wanda Lorea. Klarryse presented the revenues and expenses for this point in the year's budget along with their capital improvements. Klarryse also presented a spreadsheet with the three employee rates for FY 2007 along with the COLA and FY 2008 salary rates. Klarryse noted that Wanda had turned in the worksheet which included the increase for the several Employee Action Forms, and on top of that hourly increase, the COLA increase. Wanda stated longevity has occurred since they turned that worksheet in.

Commissioner Grandstaff stated that outside the bargaining units, the Board granted the longevity and COLA increases. She asked why there are raises in this budget when they only granted the COLA and 1% longevity. Sheriff Hoffman stated they proposed these raises prior to any agreement and they were promised if they backed off in their request for a wage increase in the FY 2007 budget, they would be taken care of in the FY 2008 budget.

Commissioner Grandstaff stated if the monies are built into the FY 2008 budget why does the Sheriff need to ask the Board to approve of these increases. Sheriff Hoffman stated Accounting will not cut the checks until the Board approves of the increase. Klarryse stated by the end of the year the difference in the salary line will be around \$15,000.

Commissioner Grandstaff stated she has some concerns about the other line items that are over and how the salary monies could be shifted into those costs. Sheriff Hoffman stated that would be a new precedence to shift salary monies into other budget items such as Coroner services.

Commissioner Chilcott stated they are not going to cut salaries in order to cover other line items. But when there is discussion about increasing salaries, the discussion must be to blend the operating costs and what it takes to run the department. He also noted the FY 2007 worksheet shows some salary disparities from .04 cents to .40 cents per hour. Wanda stated those figures were calculated by the Accounting Department. Sheriff Hoffman stated the increase of monies went with some of the positions that a few of the employees moved into. Wanda also noted 20% of one of the employee's salary is paid from a grant.

Commissioner Thompson stated they need to be careful as they are working with a matrix for employees outside the bargaining unit. The Sheriff stated they have more responsibility but they still work eight hours. Wanda stated they do not have a grade and matrix system in the Sheriff's Office. Commissioner Thompson reiterated the need to

treat all County employees fairly, as it pits employees and departments against one another.

Commissioner Rokosch stated without a grade and matrix system, it makes it impossible to see what is fair. He stated the Board gave COLA and longevity for the FY 2008 budgeted salaries. From the perspective of other employees, these salary increases might not be fair to them. In the absence of having something consistent, it makes it a difficult decision to grant these increases that could be up to a 12% increase for FY 2008 when others received only 3.2%. Sheriff Hoffman stated these increases need to be given this year based on the budget and the increase in job descriptions. He stated since they took over the duties of warrants and protection orders from the 9-1-1 Office, his people do not have time to even take breaks. He feels their duties have almost doubled. He stated his other employees got 'caught up' on their deserved wages and salaries in the last budget cycle but these administrative employees have not been paid for their additional duties and this is the budget year to do it.

Commissioner Chilcott stated he does not doubt these employees are worth these extra salaries and he appreciates the Sheriff being their advocate, but the issue comes down to what the county can afford. He asked if these increases will increase the Sheriff's budget.

Sheriff Hoffman stated he does not believe he will be over budget in the salaries for Fiscal Year 2008 if these increases are given. He would be willing to give the employees half of what has been requested. These increases are right and fair. Commissioner Chilcott stated what is right and fair does not work for all departments if they do not have the budget to allow it.

Commissioner Grandstaff stated the Board granted 3.2% COLA increases and if they agree to these raises in the middle of the fiscal year; that would be poor policy. She feels raises should be granted at the beginning of the fiscal year, not in the middle of the year.

Sheriff Hoffman stated he asked for those raises at the beginning of the Fiscal Year. Klarryse stated the presented budget from the Sheriff does not describe these increases. She is worried about the revenues which are down and how these increases will affect them. She asked Sheriff Hoffman about the Board of Prisoner line item being down and the over-time line being up. She sees an immediate \$30,000 shortage. Currently the Coroner line is over budget. She does not want the Sheriff to come into FY 2009 with a \$50,000 deficit.

Wanda stated those salary increases were brought in to Accounting during September because the Commissioners did not know what the budget was going to be until that point. Klarryse stated she was never given any of those increase requests. Wanda replied she gave them to Skip.

Klarryse stated the worksheet she received in August had the \$1.00 increase plus 3.2% COLA increases. Wanda stated one of the employees (Conover) is not there now.

Commissioner Grandstaff stated she understands Sheriff Hoffman's concern about keeping and paying his employees but the Commissioners are looking at the budget which shows some revenues are down and other line items that are over budget with four months left to go in the FY 2008 budget.

Sheriff Hoffman stated he appreciates what the Commissioners do and it is the Commissioner's ultimate decision. Commissioner Grandstaff reiterated granting raises after the budget year is not good policy and she does not want to do it again.

Commissioner Chilcott addressed the worksheet that Klarryse gave them which shows a certain amount in this year's budget. He stated he would be comfortable using the Sheriff's Office Worksheet which should be within the adopted budget for Fiscal Year 2008. Klarryse stated what was budgeted were the FY 2008 salaries because she did not know those numbers included the raises.

Commissioner Chilcott stated there needs to be some documentation that clearly shows the increases for the Board. Sheriff Hoffman stated his staff paid for turning the 9-1-1 Center over to the Commissioners. He stated extra work is what justifies these increases.

Commissioner Chilcott stated from a public policy level the Commissioners must be fair and just in the salaries for all employees. Any increases must clearly show these are raises and the Commissioners were not aware of that prior to December. Wanda stated she advised the Commissioners prior to the FY 2008 budget year. Sheriff Hoffman stated he could have communicated this better to the Board, but requested the Commissioners to vote now; either to reject the raises or give half the raise request.

Commissioner Rokosch addressed two positions for administrative staff that were given certain jobs due to one employee leaving. These two positions included monies that are separate from the increase of salaries by Employee Action Forms.

Human Resource Assistant Verona Stromberg stated she is confused because the base salaries are not the same. Wanda stated they have the starting rate at \$9.70 then after 6 months they get .68 cents more per hour.

**Commissioner Chilcott made a motion to sign the Employee Action Forms for Penny Montero and Rob Embree retro active to August 24, 2007. Commissioner Rokosch seconded the motion and all voted "aye".**

Discussion followed included going through the Employee Action Forms one by one according to the Worksheet for 2008 and the forms that have actual job description changes. Commissioner Grandstaff again reiterated the bad policy of giving raises during the middle of the Fiscal Year and that she did not understand that the increases were on top of the COLA and 1% longevity. Klarryse also concurred with Commissioner Grandstaff's understanding of the increases. Commissioner Chilcott stated misunderstanding was his point about raising the red flag for the Board to review the net

dollar effect to the budget, and then to consider those in perpetuity plus the COLA and longevity for the following years. **Commissioner Chilcott made a motion to grant the following Employees (due to added job descriptions): Lund, Lorea, Larson, Wolfe and Cianflone receive COLA on the FY 2007 rate, plus 1% longevity, plus .50 cents per hour retro to July 1, 2007. Commissioner Rokosch seconded the motion. Discussion: Commissioner Chilcott stated this amount was budgeted in the FY 2008 budget so he feels comfortable in approving the increases. Commissioner Grandstaff stated she got hammered for the two raises that were given after the FY 2008 budget was passed. Therefore she can not support this. Commissioner Chilcott stated these monies are already budgeted. Sheriff Hoffman stated they have been working on these raises since May of last year. Commissioner Chilcott stated he only remembers this discussion since December of 2007. Commissioner Chilcott and Commissioner Rokosch voted “aye”. Commissioner Grandstaff voted “nay”. Since this was not approved by a full quorum, this decision would need to be placed back on the agenda when a full quorum is in place.**

Sheriff Hoffman stated the Commissioners should not be hammered by making these kinds of decisions. Commissioner Grandstaff stated she wants to be consistent in these decisions.

► Commissioner Thompson attended a Human Resource Council meeting in Hamilton during the afternoon hour.